



Public Works | 860-584-6125

## Memorandum

Date: April 9, 2020  
To: City Council Building Committee  
From: Raymond A Rogozinski, P.E., Public Works Director  
**Re: Fire Department Headquarter Renovations**

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The project to renovate Fire Department Headquarters is moving forward. It is advertised to bid and bids are scheduled to be received on May 4, 2020. The current Covid 19 issue is impacting the bidding process.

A critical part of the bidding process includes a prebid / walk through of the facility by contractor bidding on the project. The prebid / walk through allows contractors to see the proposed construction area and ask questions, however, due to Covid 19 concerns, the Fire Department is restricting access to all fire stations to fire personnel working in the station. No outside workers are currently allowed in the stations. In order to address this concern the walk through will consist of a virtual tour that will be filmed by Captain Neumann and narrated remotely by the architect and Purchasing Director. He is assigned to Fire Headquarters and is the ideal candidate to perform the virtual tour. He is very familiar with the project and has expertise in the area.

Although we are moving forward with the project bidding, actual construction may be impacted due to Covid 19, since construction crews may not have access to the facility. This will be addressed at the time construction is scheduled to commence.

Please feel free to contact me with any questions/concerns at 860-584-6113.